



**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

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April 1, 2008

TO: Supervisor Yvonne B. Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

FROM: Wendy L. Watanabe *Wendy L. Watanabe*
Acting Auditor-Controller

SUBJECT: **GROUP HOME PROGRAM MONITORING REPORT – WASHINGTON
HANCOCK GROUP HOME**

We have completed a review of Washington Hancock Group Home (Group Home or Agency) operated by Washington Hancock Home for Girls, Incorporated. The Group Home contracts with the Department of Children and Family Services (DCFS) and the Probation Department (Probation).

Washington Hancock Group Home is a six-bed facility, which provides care for girls ages 6-17 years who exhibit behavioral, social and emotional difficulties. At the time of the monitoring visit, Washington Hancock Group Home was providing services for six DCFS children.

Washington Hancock Group Home is located in the Second District.

Scope of Review

The purpose of the review is to determine whether the Agency is providing the services as outlined in their Program Statement. Additionally, the review covers basic child safety and licensing issues and includes an evaluation of the Agency's Program Statement, internal policies and procedures, child case records, a facility inspection and interviews with children placed in the Group Home at the time of the review. Interviews with children are designed to obtain their perspectives on the program services provided by the Agency and to ensure adherence to the Foster Youth Bill of Rights.

"To Enrich Lives Through Effective and Caring Service"

Summary of Findings

Generally, the Agency is providing the services as outlined in their Program Statement. The Agency needs to address a few deficient areas such as completing initial assessments for all children within thirty days of placement and including input from the treatment team and the child in the development and implementation of the Needs and Services Plans. The Group Home also needs to maintain documentation to show that children taking psychotropic medications are routinely seen by the prescribing physicians.

Attached is a detailed report of the review.

Review of Report

We discussed our report with the Agency's management. In response to the recommendations made in the report, the Agency's management completed a corrective action plan (attached) which we approved. We thank the management and staff for their cooperation during our review.

If you have any questions, please contact me or have your staff contact Don Chadwick at (626) 293-1102.

WLW:DC:CC:ek

Attachments

c: William T Fujioka, Chief Executive Officer
Patricia S. Ploehn, Director, Department of Children and Family Services
Susan Kerr, Chief Deputy Director, Department of Children and Family Services
Robert B. Taylor, Chief Probation Officer
Jacqueline L. Washington, Executive Director, Washington Hancock
Public Information Office
Audit Committee

**Washington Hancock Group Home
Los Angeles, California 90037
License Number: 191871149
Rate Classification Level: 7**

I. Facility and Environment

Method of assessment – Observation

Comments:

Washington Hancock Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped.

The interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment.

Children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

The Group Home maintains age-appropriate and accessible recreational equipment. There are also board games, a TV and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

Recommendation

There are no recommendations for this section.

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

Children meet the Group Home's population criteria as outlined in their Program Statement. One child was assessed for needed services within thirty days of

placement. However, the other child's assessment was not completed in a timely manner.

The NSPs are current, comprehensive and include short and long term goals. However, input from the treatment team and child was not included in the development or implementation of the Needs and Services Plans (NSPs).

Case files reflect adequate documentation to show that children are receiving treatment services.

Recommendations

1. Washington Hancock management:

- a. Complete initial assessments within thirty days of placement for all children.**
- b. Include input from the treatment team and the child in the development and implementation of the Needs and Services Plans.**

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

Recommendation

There are no recommendations for this section.

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities. Children also participate in extra-curricular, enrichment and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

Recommendation

There are no recommendations for this section.

V. Psychotropic Medication**Method of assessment – Review of relevant documents****Comments:**

Children have current court authorizations for psychotropic medication. However, the documentation does not confirm that children taking psychotropic medications are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication and are aware of their right to refuse medication. Medication distribution logs are properly maintained.

Recommendation

- 2. Washington Hancock management maintain documentation to show that children taking psychotropic medications are routinely seen by the prescribing psychiatrist.**

VI. Personal Rights**Method of assessment – Interviews with children**

Sample size: Two

Comments:

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff and report that the staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are allowed to make and receive personal telephone calls, send and receive unopened mail and have private visitors. Children attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks. Children also receive voluntary medical, dental and psychiatric care.

Recommendation

There are no recommendations for this section.

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

The Group Home provides appropriate clothing, items of necessity and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

The Group Home provides children with the required minimum weekly allowance. Children spend their allowances as they choose.

The Group Home provides children with adequate personal care items. Children are also encouraged and assisted in creating and maintaining photo albums/life books.

Recommendation

There are no recommendations for this section.

To: Candace Rhue, Group Home Audit Supervisor
Los Angeles County, Department Auditor – Controller

From: Washington-Hancock Home For Girls

RE: Corrective Action Plan For Audit – January 28, 2008

The Corrective Action Plan has been implemented as follows for the Washington-Hancock Group Home located at 517 W. 48th St., Los Angeles, CA 90037.

1. Recommendation

- a. Complete initial assessments within thirty days of placement for all children.
- b. Include input from the treatment team and the child in the development and implementation of the Needs and Services Plans.

Corrective Plan

- a. Initial assessments have been done for all the children within thirty days of placement of the child. J. Washington, Executive Director, makes a Master List of all girls in placement, their placement date and the date by which the initial assessment should be done. Access to this master list is made available to the LMFT, who is responsible for doing the Initial Needs Assessments. Upon completion of the initial assessment it is placed in the girl's file and the LMFT indicates and signs off on the master list that the initial assessment has been completed.

J. Washington, Executive Director will monitor the master list and the girl's files weekly to ensure that the initial assessments have been done within thirty days of placement to ensure that this deficiency will not occur again in the future.
- b. Specific Goals – long range and short term including time frames for attaining these goals are discussed and developed by the treatment team and the girl. The importance of the goals and specifics by which these goals can be obtained will be discussed. The role, and assistance, and support of the treatment team will be discussed. The responsibility of the girl in attaining the goals will be discussed.

The staff and the LMFT and outside sources as applicable will assist the girl in attaining the goals set forth in the Needs and Services Plan. The staff will keep a log indicating specific implementing of specific goals. J. Washington, Executive Director, will check the logs on a weekly basis to monitor progress towards the specific goal. J. Washington will have on-going dialog with the staff and the girl as it relates to the goals.

The LMFT will assist the girl in attaining the goals through weekly counseling sessions.

The girl's social worker will be apprised of the girl's progress by telephone. the social worker's monthly and quarterly reports from the LMFT.

J. Washington, Executive Director, will monitor on a weekly basis to ensure that there is input from the treatment team and the child in the development and implementation of the Needs and Services Plan.

2. Recommendation

Washington-Hancock management maintain documentation to show that children taking psychotropic medications are routinely seen by the prescribing psychiatrist.

Corrective Plan

Documentation is being maintained to show that children taking psychotropic medication are routinely seen by the prescribing psychiatrist.

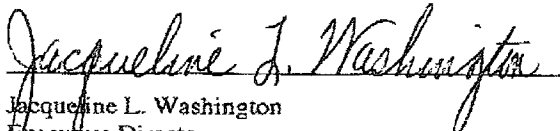
J. Washington, Executive Director, has made a master list of all children taking psychotropic medication, which documents the dates that the child has seen the prescribing psychiatrist. Each child who is taking psychotropic medication also has a list with this documentation, in her file. The dates on both the master and individual list must indicate that the child has been seen by the prescribing psychiatrist on a monthly basis or more frequently, if needed.


J. Washington, Executive Director, makes the appointments with the prescribing psychiatrist.

Pamela Sanders, Child Care Worker, takes the girl to the appointment with the prescribing psychiatrist.

J. Washington will check on a weekly basis, the master list and each girl's file for the individual list to ensure that all children on psychotropic medication are routinely seen on a monthly or more frequent basis, if needed, by the prescribing psychiatrist.

Jacqueline Washington will be responsible for monitoring the corrective plan.


Jacqueline L. Washington
Executive Director


Date